

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



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AIR FORCE RESERVE COMMAND

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Acquisition

**AIR FORCE COMPETITION AND
COMMERCIAL ADVOCACY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 63-3, *Competition and Commercial Advocacy*, by providing guidance and procedures for personnel implementing the Air Force Competition Advocacy Program. To better understand the competition requirements, review FAR part 5, *Publicizing Contract Actions*, part 6, *Competition Requirements*, and part 7, *Acquisition Planning*.

(AFRC) The OPR for this supplement is HQ AFRC/LGCM (Kay R. Leapart). This supplement implements and extends the guidance of Air Force Instruction (AFI) 63-301, 1 August 1997. It applies to AFRC bases only. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The following revisions are incorporated by this document: Retitled “Competition and Commercial Advocacy”; and elimination of information/guidance which duplicates AFFARS/AFPD language or which should be determined by the MAJCOM or field activity. Streamlines reporting procedures by consolidating Part I and Part II into one competition plan from each activity. Incorporates advocacy of commercial items as required by FAR. Adds requirement for an impediment tracking method.

(AFRC) This revision deletes previous paragraph 3.3.1.1 including the AFRC Form 76, **Noncompetitive Acquisition Analysis Checklist**; deletes the \$100,000 limit for approval of a noncompetitive line item by the contracting officer (previous paragraph 3.3.1.2); and deletes paragraph 4.8.

1. Air Force Competition and Commercial Advocacy.

1.1. Scope. Air Force Competition Advocates are responsible for promoting full and open competition and the acquisition of commercial items. This AFI addresses both of these responsibilities. The Air Force Competition Program, Plans and Report encompass both competition and commercial advocacy.

1.2. This AFI: 1) covers the assignment, duties and responsibilities of Air Force competition advocates; 2) establishes the format and schedule for submission of competition plans to the Air Force Competition Advocate General; and 3) establishes the process for assigning competition goals. This instruction implements 41 U.S.C. 418.

2. Assignment of Competition Advocates.

2.1. All Air Force procuring activities identified in AFFARS 5306.304-90 shall have a competition advocate. Commanders will designate an individual who:

2.1. (AFRC) Appropriate subordinate activities in this command are AFRC host bases which have an AFRC contracting office. At these bases, the installation commander designates in writing the Chief, Operational Contracting Office, to accomplish the CA responsibility and appoints an alternate to act in the absence of the CA.

2.1.1. Has extensive qualifications and knowledge of the types of acquisitions of the activity;

2.1.2. Is at a position level commensurate in grade or rank with the senior level program, product, or laboratory personnel with whom the advocate interacts and influences;

2.1.3. Has direct access to the commander on matters relating to competition, acts independently, and does not have duties or responsibilities that are inconsistent with the duties and responsibilities as competition advocate.

2.2. When a competition advocate is designated, Commanders shall notify SAF/AQC in writing. SAF/AQC will sign and forward a competition advocate certificate to the commander for signature and presentation to the competition advocate.

2.3. At HQ AFMC, HQ Space Command and the Air Logistics Centers, commanders will assign a full-time, designated staff to support the functions of the competition advocate.

2.4. Commanders shall ensure that all advocates have access to adequate technical and engineering personnel to 1) effectively challenge impediments to competition and 2) encourage use of commercial items and practices.

2.5. Commanders may assign alternate advocates to act in the absence of the competition advocate. Appointment of an alternate advocate may be made on a standing or continuous basis, however such alternate advocates may not function in this role for any period which exceeds thirty consecutive days. If a competition advocate will be absent for longer than thirty consecutive days, a formal competition advocate certificate, as described in paragraph 2.2 above, shall be obtained for the advocate's alternate/replacement. It is preferred that alternate advocates meet the qualifications of permanent competition advocates to act effectively in their absence.

3. Duties and responsibilities.

3.1. SAF/AQC, as the Competition Advocate General, shall:

- 3.1.1. Advise the Air Force Senior Procurement Executive on program acquisition strategies.
 - 3.1.2. Receive Command Competition Plans (CCPs) and recommend goals to the Air Force SPE for Air Force activities. Goals will be established by 31 Dec each year.
 - 3.1.3. Review and coordinate on all acquisition plans requiring approval by SAF/AQ.
 - 3.1.4. Review and coordinate on all Single Acquisition Management Plans submitted in accordance with AFFARS 5307.
 - 3.1.5. Ensure Air Force policies and procedures emphasize use of commercial items and practices.
 - 3.1.6. Review and coordinate on all Justification & Approvals (J&As) requiring approval by SAF/AQ.
 - 3.1.7. Act as the Air Force Competition Ombudsman, addressing issues and questions from industry and other sources on the competitive and commercial aspects of Air Force acquisitions.
 - 3.1.8. Submit an Air Force Competition Program report, RCS: SAF-AQC(A)9444 to the SPE, by 31 Mar each year, detailing the prior year's competition and commercial successes and competition rate results. The report will contain the statistics of the percentage of Air Force dollars that were competed and the actions that were competed. The report will also address the requirements contained in FAR 6.502(b)(2). This report is designated emergency status code C-3, with a delayed precedence during emergency conditions. This report is not subject to MINIMIZE because it is not transmitted via message.
- 3.2. MAJCOM Commanders shall:
- 3.2.1. Establish a Competition Advocacy Program that meets the needs of the command and complies with Air Force regulation and policy for competition and commercial items.
 - 3.2.2. Take all practicable steps to ensure the command's competition rate meets or exceeds the goals established by SAF/AQ.
 - 3.2.3. Ensure the competition program is implemented at subordinate units.
 - 3.2.4. Designate a competition advocate for the command that meets the criteria described in 2.1 above.
- 3.3. All competition advocates shall:
- 3.3.1. Promote competition and commercial practices in acquisition programs managed by their commander or an associated PEO or DAC. Advocates seek to improve the overall competitive performance and increase use of commercial practices by overcoming barriers such as requirements, policies, procedures, and decisions that restrict competition or limit applicability of commercial practices.
 - 3.3.1.1. (Added-AFRC)** The contracting officer reviews the supporting rationale for all proposed line items exceeding \$2,500 as contemplated in AFFARS 5313.106 and FAR Part 6. Forward proposed noncompetitive line items exceeding the contracting officer's warrant limit to HQ AFRC/LGC for approval before issuance of the solicitation. The requiring activity justifies all types of restrictive purchase descriptions, including brand name and urgent statements of need, which must be reviewed by the local CA.

- 3.3.2. Participate in acquisition strategy planning through forums such as the Acquisition Strategy Panel process.
- 3.3.3. Coordinate or approve J&As as required by AFFARS subpart 5306. Competition advocates also periodically review samples of J&As below their approval authority which were initiated for contracts awarded by their activity. The purpose of these reviews is to identify the existence of significant problems in compliance with competition requirements. Identified problems and recommendations for corrective actions will be provided to appropriate levels of management for resolution.
- 3.3.4. Through J&A/AP reviews and participation in the acquisition strategy planning process, ensure that market research is planned, conducted, adequately documented and that all identified opportunities for competition and commercial practices have been fully considered.
- 3.3.5. Develop an activity competition plan on a fiscal year basis as described at 4. below.
- 3.3.6. Establish procedures to monitor competition performance of their activity. Advocates will keep the commander informed on activity performance and take all practicable steps to ensure the activity's competition rate equals or exceeds its assigned goal.
- 3.3.6. (AFRC)** Periodically, but not less than semiannually, brief AFRC host installation commander on the overall competitive acquisition dollar and percentage rate (RCS:HAF-RDC(M&A)7106 Report) and on any problems associated with noncompetitive acquisitions at base level.
- 3.3.7. Effectively implement the competition program at subordinate units.
- 3.3.8. Maintain a program to identify, track, and follow-up on actions to remove impediments to competition and commercial practices to ensure that appropriate, effective, and timely actions are taken. MAJCOM competition advocates will establish implementing procedures for the program.
- 3.3.9. Promote source-development programs to assist potential sources with identifying business opportunities and becoming qualified sources. In AFMC:
- 3.3.9.1. The Small Business Office conducts source development, including processing source-qualification requests.
 - 3.3.9.2. Competition advocates support source development by providing technical assistance and coordination, as necessary. This includes the review of disapproved source approval requests, including changes in approval status of previously approved sources, as necessary to ensure that such disapprovals are appropriate.
- 3.3.10. Act as the Competition Ombudsman for contractor issues and as the principal liaison between government and industry in investigating and eliminating barriers to competition and use of commercial items.
- 3.3.11. In AFMC, monitor the Department of Defense Spare Parts Breakout Program and the reprourement data-screening process to identify and correct problems that inhibit competition. AFMC Competition Advocates must support the DoD Replenishment Parts Purchase or Borrow Program by identifying candidates and encouraging potential contractors to participate.
- 3.3.12. Act as the task order Ombudsman for contractor issues on issuance of task orders on multiple award contracts.

3.3.13. Identify competition conversion opportunities through activities such as J&A reviews, AP reviews, and the impediment identification and tracking/follow-up program.

3.3.14. Review and provide appropriate comments on determinations made in accordance with FAR 9.202(b) that it would be unreasonable to specify the standards for qualification which a potential offeror (or its product) must satisfy in order to meet established qualification requirements.

4. Competition Plans.

4.1. Subordinate activities submit their Competition Plans to the MAJCOM. MAJCOM plans consolidate the plans of their subordinate activities. Competition Plans are designated RCS: SAF-AQC(A)9445. This report is designated emergency status code C-3, with a delayed precedence during emergency conditions. This report is not subject to MINIMIZE because it is not transmitted via message.

4.2. MAJCOM and Direct Reporting Unit competition advocates submit plans for each fiscal year to SAF/AQC by 31 Oct.

4.3. Plans shall be approved at one level above the DCS, director or division chief of contracting.

4.4. Plans shall include, at a minimum:

4.4.1. Projected obligations, projected competitive obligations, and corresponding projected competition rate (which is the percentage based ratio of total dollars obligated competitively to total dollars obligated) in matrix format. Projections should include PEO and DAC program obligations, but exclude obligations which would be recorded in the J001 as not available for competition. Subordinate activities that are listed separately in the J001 Report shall be separately identified with their projected performance data.

4.4.2. Supporting explanation for any significant differences between the previous year's projections and the actual data known at the time of submission of the report.

4.4.3. Current rate compared to the assigned goal in matrix format. The current rate shall be obtained from the data in the latest J001 report available at the time the activity competition plan is prepared. Subordinate activities that are listed separately in the J001 report shall be separately identified with their current rate and previous year's goal. The matrix shall be annotated with paragraph references for each significant difference between the assigned and latest available J001 rates. Supporting explanation for any significant differences between the projected competition rate and the goal from the previous year will be provided.

4.4.4. Opportunities and actions taken to acquire commercial items and use commercial practices to meet the needs of the activity.

4.4.5. Opportunities and actions taken to achieve full and open competition in the contracting operations of the activity.

4.4.6. Actions taken to challenge requirements that are not stated in terms of functions to be performed, performance required, or essential physical characteristics.

4.4.7. Any condition or action that has the effect of unnecessarily restricting the acquisition of commercial items or competition in the contracting actions of the activity.

- 4.4.8. A listing of significant noncompetitive system and subsystem programs, including repetitive procurements, targeted for conversion to competition. Conversion target dates shall be included.
- 4.4.9. Impediments which are planned to be removed, the plan for their removal, the office of primary responsibility, and the forecasted milestones for completion.
- 4.4.10. All other initiatives, actions, and success stories for improving competition or the acquisition of commercial items.
- 4.5. If the final fiscal year rate for a MAJCOM is significantly different than the rate known at the time of plan submission or the previous year's projections, SAF/AQC may require submission of a follow-up report no later than 30 Jan detailing the final rates for the MAJCOM and reconciling actual performance with their projections. SAF/AQC will request this report at the time that goals are issued.
- 4.6. MAJCOMs that achieve a 95% competition rate (dollars) are not required to submit a competition plan. However, MAJCOMs that are in this category shall submit a memo to SAF/AQC with a breakout of their subordinate activities and overall MAJCOM rates (both for actions and dollars) and a summary of their commercial practice initiatives and successes during the previous fiscal year. This memo shall be submitted by 31 Oct each year and be signed by the competition advocate.
- 4.7. The competition plan will serve as the nomination package for any activity or MAJCOM being submitted as a nominee for the unit or MAJCOM Outstanding Contribution to Competition awards. By the suspense date identified in AFI 36-2835, Chapter 3, MAJCOMs should submit a letter specifically identifying the unit being nominated and/or their desire to be considered in the MAJCOM category. Activities that are not required to submit plans based on paragraph (e) above, must submit a nomination package based on the criteria identified in AFI 36-2835, Chapter 3, to be considered for unit or MAJCOM competition awards.

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